

5 FAH-2 H-460 EXCEPTIONAL HANDLING PROCEDURES

(TL:TEL-1; 07-01-1998)

5 FAH-2 H-461 ACT, PCCS VARIATIONS

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

Telegram processing functions may vary slightly with the Alternate Communications Terminal (ACT) and Personal Computer Communications System (PCCS). These terminals may not provide the same automated processing features as other Department telegraphic processors. ACT and PCCS operators should follow instructions in the ACT and PCCS operations manuals if those instructions conflict with guidance in this chapter. Consult the exhibits following this chapter for examples of services or high precedence formats which may have to be composed manually.

5 FAH-2 H-462 TELEGRAMS FOR THE SECRETARY DURING TRAVEL

5 FAH-2 H-462.1 Telegram Requirements

(TL:TEL-1; 07-01-1998)

(Uniform State/USAID/USIA)

a. When in travel status the Secretary communicates telegraphically with the Department using the PLAD USDEL SECRETARY and a special numbered telegram series, TOSEC/SECTO. MCNs are not assigned to telegrams between SECSTATE and USDEL SECRETARY. Each TOSEC and SECTO telegram must carry ZFF and appropriate numerical suffix on FL-5 and must be acknowledged by the receiving station. See 5 FAH-2 H-462 Exhibit H-462.1 for examples of TOSEC/SECTO telegrams.

b. The TOSEC designation is assigned to telegrams from SECSTATE WASHDC to USDEL SECRETARY (To SEcRetary). The TOSEC designation appears after the MRN on FL-12 followed by a five-digit sequential number. For example, TOSEC 010012 indicates the twelfth telegram transmitted from SECSTATE WASHDC to USDEL SECRETARY during the Secretary's first trip of the calendar year.

c. The SECTO designation is assigned to telegrams from USDEL SECRETARY to SECSTATE WASHDC (SECretary TO). The SECTO designation appears after the MRN on FL-12 followed by a five-digit sequential number. For example, SECTO 01005 indicates the fifth telegram transmitted from USDEL SECRETARY to SECSTATE WASHDC during the Secretary's first trip of the calendar year.

5 FAH-2 H-462.2 IRM/OPS/CST/SPS/SC Responsibilities

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

IRM personnel assigned to the Customer Center, Support Services Division, Special Communications Branch are responsible for telegraphic support for the Secretary while the Secretary is away from Washington. While traveling with the Secretary, the SC team transports a stand-alone telegraphic system and full set of spare equipment to ensure operational readiness.

5 FAH-2 H-462.3 Post Responsibilities

5 FAH-2 H-462.3-1 General

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

IRM personnel at field posts provide support during the Secretary's visit as requested by the Special Communications Branch team and the Executive Secretariat. Prior to the Secretary's arrival the post will receive specific instructions from the S/S advance team on what support IPC should provide.

5 FAH-2 H-462.3-2 Contingency Communications

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

a. If directed by S/S or the SC team, IM personnel at post provide contingency telecommunications support. The instructions from S/S or the SC team include handling requirements for special caption and code word traffic and the next incoming TOSEC number and outgoing SECTO number. Send a service message to RUCNWO or telephone the CCO at IRM/OPS/MSO/MSMC (Main State Messaging Center) to verify the numbers. A few hours prior to the effective date/time a post is scheduled to assume communications guard for the Secretary, IPC must make changes to the telegraphic processor. The operating instructions for TERP V, version 3.1, explain how to change the TERP V telegraphic database. For other instructions on how to handle telegrams for the Secretary, contact IRM/OPS/MSO/MSMC.

b. Prepare a TOSEC/SECTO log to record all incoming TOSEC and outgoing SECTO telegrams. Include columns for MRN, TOSEC or SECTO number, date-time group and ZDF acknowledgments received for outgoing SECTO telegrams. Retain the log sheet for 30 days after the end of the visit.

c. Upon conclusion of the Secretary's visit, transmit a service to RUEHCB and RUCNWO citing the last TOSEC number received from SECSTATE and the last SECTO number transmitted to SECSTATE. Wait for a service message confirming these numbers. If confirmation is not received, call the MCO at MSMC or Tech Control. Upon verification of the closing TOSEC/SECTO numbers, delete USDEL SECRETARY from the telegraphic database and make other changes as directed in the operating instructions for the telegraphic processor.

5 FAH-2 H-463 THROUGH H-469 UNASSIGNED

5 FAH-2 H-462 Exhibit H-462.1 (2)
SECTO TELEGRAM TRANSMISSION
FORMATS

(TL:TEL-1; 07-01-1998)
(Uniform State/USAID/USIA)

VZCZCLDI002
OO RUEHC
DE RUEHLO #0777 0451425
ZNR UUUUU ZZH
O 141425Z FEB 97 ZFF4
FM USDEL SECRETARY
TO SECSTATE WASHDC IMMEDIATE
BT
UNCLAS SECTO 01005

E.O. 12958: N/A
TAGS: PREL
SUBJECT: EXAMPLE OF SECTO TELEGRAM

THIS IS AN EXAMPLE OF A TRANSMISSION FORMAT SECTO
TELEGRAM. IN THIS EXAMPLE THE SECRETARY IS IN LONDON
AND USDEL SECRETARY IS THE ORIGINATOR. THE TELEGRAPHIC
DATABASE HAS BEEN CHANGED SO THE ROUTING INDICATOR FOR
LONDON, RUEHLO, REPRESENTS USDEL SECRETARY AND
AMEMBASSY LONDON. THE IPC OPERATOR HAS TO MANUALLY
EDIT FL-12 BY DELETING THE MRN AND ADDING THE NEXT
OUTGOING SECTO NUMBER. ON SECTION TELEGRAMS EACH
SECTION MUST HAVE THE SAME OUTGOING SECTO NUMBER.

WALDO
BT
#1234

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